

STATE OF SOUTH DAKOTA
CONSULTING CONTRACT
FOR SERVICES BETWEEN

11-2400-085

Stanard & Assoc., Inc.
309 W. Washington St., Suite 1000
Chicago, IL 60606
(hereinafter referred to as "Consultant")

Law Enforcement Training
1302 East Highway 14, Ste. 5
Pierre, SD 57501
(hereinafter referred to as "State")

The State hereby enters into this Agreement for services with Consultant in consideration of and pursuant to the terms and conditions set forth herein.

1. The Consultant will perform the following services: **Job Task Analysis of the 911 Training Program in SD. Services will include but are not limited to:**
 - Traveling to SD DCI to interview subject matter experts (SMEs) regarding their thoughts on important tasks and knowledge, skills, abilities, and other characteristics (KSAOs) required for entry-level 911 basic telecommunicators.
 - Observe training cadets performing tasks during training
 - Visit 911 centers in representative sections of the state to observe the work of 911 basic telecommunicators first-hand.
 - Create a first draft of potential tasks and KSAOs required for 911 basic telecommunicators.
 - Have incumbent 911 basic telecommunicators provide ratings of task frequency.
 - Have 911 telecommunicator supervisors rate KSAOs and criticality of tasks.
 - Help with identification of stratified random sample of participants by agency type and size.
 - Create an online job analysis questionnaire to be administered to the sample.
 - Send reminder emails as necessary to increase the participation rate of the online questionnaire.
 - Write a technical report documenting the job analysis study and the results. The final report will include a detailed interpretation and analysis of all findings (item "frequency" and "criticality" analysis, equipment usage analysis, and demographics).

2. The Consultant's services under this Agreement shall commence on June 13, 2011 and end on November 28, 2011, unless sooner terminated pursuant to the terms hereof.

3. The Consultant will use State equipment, supplies or facilities: Yes ☒ No ☐ The Consultant will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.

4. The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$ 19,000.00. The State will pay Consultant's expenses at State rate as a separate item. Expenses will not exceed a total of \$ 2500.00. The State will pay \$9,500.00 no later than June 30, 2011. A second payment of \$9,500.00 plus expenses will be made upon the completion of the project. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.

5. The Consultant agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings proximately arising from the actions taken by the Consultant as the result of performing services hereunder. This section does not require the Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

Notwithstanding anything in this Agreement to the contrary, except for willful misconduct, criminal acts or fraud, the foregoing indemnification by Consultant shall not exceed the total amount of the liability insurance coverage afforded by Consultant's liability insurance carriers specified under the terms of this Agreement.

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6. The Consultant, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Consultant shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The Consultant agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.

C. Business Automobile Liability Insurance:

The Consultant shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

D. Worker's Compensation Insurance:

The Consultant shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Consultant shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Consultant agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Consultant shall furnish copies of insurance policies if requested by the State.

7. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent, or employee of the State of South Dakota.

8. Consultant agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Consultant or the State to liability. Consultant shall report any such event to the State immediately upon discovery.

Consultant's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.

9. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Consultant at the time of termination may be adjusted to cover any additional costs to the State because of Consultant's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Consultant it is determined that Consultant was not at fault, then the Consultant shall be paid for eligible services rendered and expenses incurred up to the date of termination.

10. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated

by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

11. This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

13. The Consultant will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

14. The Consultant may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Consultant will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Consultant will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

15. Consultant hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Consultant in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Consultant without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

16. The Consultant certifies that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Consultant further agrees that it will immediately notify the State if during the term of this Agreement Consultant or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

17. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to Law Enforcement Training Administrator on behalf of the State, and by Stanard & Assoc., Inc., on behalf of the Consultant, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

18. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

19. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

∴ In Witness Whereof, the parties signify their agreement effective the date above first written by the signatures affixed below.

STATE

CONSULTANT

BY: Kim Knecht

Kim Knecht
Assist. Training Administrator
Law Enforcement Training

BY: Michael J. Dunn

Consultant

6/13/11
(DATE)

6/9/11
(DATE)

- State Agency Coding (MSA Center) 2913838.
- State Agency MSA Company for which contract will be paid 3010.
- Object/subobject MSA account to which voucher will be coded 5204060.
- Name and phone number of contact person in State Agency who can provide additional information regarding this contract 605-773-3584.



MARTY J. JACKLEY
ATTORNEY GENERAL

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 EAST HIGHWAY 14 – SUITE 5
PIERRE, SOUTH DAKOTA 57501-8505
PHONE (605) 773-3584
FAX (605) 773-7203

June 15, 2011

Steve Barnett
State Auditor
500 East Capitol
Pierre, SD 57501

RE: Consultant Services Contract – Stanard and Associates

Dear State Auditor Barnett:

Attached is a State of South Dakota Consulting Contract between the Law Enforcement Training Office and Stanard and Associates dated June 13, 2011. This letter is to advise you that as a contract for consultant services in the amount of less than \$50,000.00, the RFP provisions set forth in SDCL 5-18-55 through 62 are not applicable.

Sincerely,

Kim Knecht
Assistant Training Administrator